

**State of Delaware
Fleet Services**

OPERATING POLICIES AND PROCEDURES

CATEGORY: FLEETLINK	DATE ISSUED: 3-01-00 REVISED:	EFFECTIVE DATE 3-01-00	POLICY NO: FL-3
TITLE: GUARANTEED RIDE HOME POLICY (GRH)			PAGE 1 OF 1

The purpose of the Guaranteed Ride Home Program (GRH) is to provide program participants with transportation to their personal vehicles in the event of unpredicted/unexpected personal or immediate family emergencies.

At the discretion of the Fleet Technician, the participant may be provided a vehicle to be driven to the point where they parked their personal vehicle, or a Fleet Technician may drive them to their vehicle. If the participant is given a vehicle to drive to the point they parked their personal vehicle the following procedures must occur:

- The Fleet Technician must verify that the participant has a valid unrestricted driver's license
- Fleet Link personnel will obtain the information necessary for tracking the GRH
- The Fleet Technician must make the participant aware that the vehicle must be returned the next working day prior to 8:00 a.m., or to make arrangements when this is not possible

* Note: Also see FL-8 (Guaranteed Ride Home Policy -GRH).